# COMMUNITY CARE OUTREACH CENTER

# FINANCIAL STATEMENTS WITH SUPPLEMENTAL INFORMATION

**DECEMBER. 31, 2010** 

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the entity and other appropriate public officials. The report is available for public inspection at the Baton Rouge office of the Legislative Auditor and, where appropriate, at the office of the parish clerk of court.

Release Date SEP 2 1 2011

# COMMUNITY CARE OUTREACH CENTER FINANCIAL STATEMENTS WITH SUPPLEMENTAL INFORMATION DECEMBER 31, 2010

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#### INDEPENDENT ACCOUNTANTS' REVIEW REPORT

To the Board Members of the Community Care Outreach Center 2352 Hospital Road New Roads, Louisiana 70760

We have reviewed the accompanying statement of financial position of Community Care Outreach Center (a non-profit organization) as of December 31, 2010, and the related statements of activities, functional expenses and cash flows as well as the schedule of expenditures of federal awards for the year then ended. A review includes primarily applying analytical procedures to management's financial data and making inquiries of the management of Community Care Outreach Center. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

The management of Community Care Outreach Center is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America and for designing, implementing and maintaining internal control relevant to the preparation and fair presentation of the financial statements.

Our responsibility is to conduct the review in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. Those standards require us t50 perform procedures to obtain limited assurance that there are no material medications that should be made to the financial statements. We believe that the results of our procedures provide a reasonable basis for our report.

Based on our review, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in conformity with accounting principles generally accepted in the United States.

In accordance with the *Louisiana Governmental Audit Guide* and the provisions of state law, we have issued a report, dated July 7, 2011 on the results of our agreed-upon procedures.

Mary Sue Stages, CPA

A Professional Accounting Corporation

Marylue Stags, CPA

July 7, 2011

# FINANCIAL STATEMENTS

# COMMUNITY CARE OUTREACH CENTER STATEMENT OF FINANCIAL POSITION DECEMBER 31, 2010

<u>ASSETS</u>			
Cash and cash equivalents Grants receivable Property and equipment, net		\$	26,782.21 16,683.04 87,437.19
	TOTAL ASSETS		130,902.44
LIABILITIES			
Accounts payable			561.60
NET ASSETS			
Unrestricted		-	130,340.84
	Total Net Assets		130,340.84
	TOTAL LIABILITIES AND NET ASSETS		130,902.44

# COMMUNITY CARE OUTREACH CENTER STATEMENT OF ACTIVITIES YEAR ENDED DECEMBER 31, 2010

UNRESTRICTED NET ASSETS UNRESTRICTED REVENUES AND GAINS		
Contributions and other support	\$	34,513.02
Contribution of capital assets		46,696.00
Fundraising and other revenues		17,100.64
Total Unrestricted Revenues and Gains	_	98,309.66
NET ASSETS RELEASED FROM RESTRICTIONS		4
Restrictions satisfied by payments		291,866.30
Total Unrestricted Revenues, Gains and Other Support		390,175.96
EXPENSES		
Program Services:		
Primary Prevention		143,486.74
Educational		201,632.44
Supporting Services:		
General and administrative		22,336.04
Total Expenses		367,455.22
INCREASE IN UNRESTRICTED NET ASSETS		22,720.74
TEMPORARILY RESTRICTED NET ASSETS		
Support from 21st Century Learning Center		201,632.44
Support from Capital Area Human Services District		62,193.20
Support from Child and Adult Day Care Program		11,191.28
Support from Louisiana Childrens' Trust Fund		10,800.00
Support from other federal/state grant programs		6,049.38
Net assets released from restrictions: Restrictions satisfied by payments		(291,866.30)
INCREASE IN TEMPORARILY RESTRICTED NET ASSETS		
CHANGE IN NET ASSETS		22,720.74
NET ASSETS, BEGINNING OF YEAR		107,620.10
NET ASSETS, END OF YEAR		130,340.84

# COMMUNITY CARE OUTREACH CENTER STATEMENT OF FUNCTIONAL EXPENSES YEAR ENDED DECEMBER 31, 2010

		Prog	gram		8	Supporting	_	
		Primary				General	-	
	P	revention	<u>E</u>	<u>ducational</u>		<u>&amp; Admin</u>		<u>Total</u>
Account Name								
Salaries and related benefits	\$	62,045.10	\$	70,571.35	\$	14,735.16	\$	147,351.62
Professional services		19,740.31		70,984.26		-		90,724.57
Depreciation		6,939.81		6,939.81		851.85		14,731.47
Insurance		845.68		845.68		187.93		1,879.28
Operating services:								
Accounting/auditing fees		2,212.98		2,212.98	•	_		4,425.95
Office and operating expenses		5,490.21		5,490.22		358.00		11,338.43
Rent and other occupancy expenses		24,457.15		24,457.15		5,434.92		54,349.22
Interest paid		-		-		343.37		343.37
Training/conferences		3,823.25		-		424.81		4,248.06
Supplies and other program expenses		11,038.78		20,131.00		-		31,169.78
Transportation		6,893.48		-		<u> </u>		6,893.48
Totals		143,486.74	·	201,632.44		22,336.04		367,455.22

# COMMUNITY CARE OUTREACH CENTER STATEMENT OF CASH FLOWS YEAR ENDED DECEMBER 31, 2010

# CASH FLOWS FROM OPERATING ACTIVITIES

Cash received from donors/grantors Cash received from fundraising and other sources Cash paid for employees and professionals Cash paid for goods and services Interest paid	\$	325,111.04 17,100.64 (149,830.86) (208,242.18) (343.37)
Net Cash Used for Operating Activities		(16,204.73)
CASH FLOWS FROM INVESTING ACTIVITIES		
Purchase of capital assets		(22,509.32)
Net Cash Used for Investing Activities		(22,509.32)
CASH FLOWS FROM FINANCING ACTIVITIES	·	
Principal payments on loans		(6,433.96)
Net Cash Used for Financing Activities		(6,433.96)
DEREASE IN CASH AND CASH EQUIVALENTS		(45,148.01)
CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR		71,930.22
CASH AND CASH EQUIVALENTS, END OF YEAR		26,782.21

# COMMUNITY CARE OUTREACH CENTER STATEMENT OF CASH FLOWS - Continued YEAR ENDED DECEMBER 31, 2010

# RECONCILIATION OF CHANGE IN NET ASSETS TO NET CASH USED FOR OPERATING ACTIVITIES

Change in net assets	\$ 22,720.74
Adjustments to Reconcile Change in Net Assets to	
Net Cash Used for Operating Activities:	
Depreciation	14,731.47
Capital contributions	(46,696.00)
(Increase) decrease in assets:	•
Grants receivable	(1,268.28)
Increase (decrease) in liabilities:	,
Accounts payable	(3,213.42)
Salary withholdings and related payables	 (2,479.24)
NET CASH USED FOR OPERATING ACTIVITIES	 (16,204.73)

# NOTES TO FINANCIAL STATEMENTS

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# NOTE 1 - NATURE OF ACTIVITIES AND SIGNIFICANT ACCOUNTING POLICIES

#### **Nature of Activities**

Community Care Outreach Center (hereafter referred to as the Corporation), a Louisiana non-profit corporation, was incorporated in 1997, and is domiciled in New Roads, Louisiana. It was formed as a community-based facility for disadvantaged, at risk adults and youth. Approximately 75of the Corporation's support for the year ended December 31, 2010, was derived from federal/state grants and awards. The remaining 15% came from private contributions and fundraisers.

The accounting policies of the Corporation conform to accounting principles generally accepted in the United States of America as applicable to non-profit organizations. The significant accounting policies are as follows:

# Method of Accounting

The financial statements of the Corporation have been prepared utilizing the accrual basis of accounting.

#### **Financial Statement Presentation**

The Corporation has adopted Statement of Financial Accounting Standards (SFAS) No. 117, "Financial Statements of Not-for-Profit Organizations". Under SFAS No. 117, the Corporation is required to report information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets and permanently restricted net assets. In addition, it is required to present a statement of cash flows. As permitted by this new statement, the Corporation has discontinued its use of fund accounting and has, accordingly, reclassified its financial statements to present the three classes of net assets required. This reclassification had no effect on the change in net assets in the year it was adopted.

### **Contributions**

The Corporation has elected to adopt SFAS No. 116, "Accounting for Contributions Received and Contributions Made". In accordance with SFAS No. 116, contributions received are recorded as unrestricted, temporarily restricted or permanently restricted support depending on the existence and/or nature of any donor restrictions. Restricted net assets are reclassified to unrestricted net assets upon satisfaction of the time or purpose of the restriction. As permitted by SFAS No. 116, the Corporation has retroactively applied the provisions of this new statement by restating net assets.

# **Contributed Goods and Services**

Contributions of goods in the amount of \$46,696 have been recognized in the accompanying financial statements because all of the criteria for recognition under SFAS No. 116, "Accounting for Contributions Received and Contributions Made", were satisfied. However, services contributed have not been recognized because not all of the criteria for recognition were met.

#### **Estimates**

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

# Cash and Cash Equivalents

For purposes of the statement of cash flows, the Corporation considers all highly liquid investments available for current use with an initial maturity of three months or less to be cash equivalents. While separate accounts are not required, the grant agreements executed by the Corporation require that any agency funds co-mingled with funds from other sources be considered entirely public funds. The Corporation does not commingle its funds.

#### Receivables

Receivables consist of amounts due under federal and state grants/awards as well as amounts due for professional services rendered. The Corporation uses the direct write-off method of accounting for uncollectible receivables. Use of this method is not materially different from the allowance method required by generally accepted accounting principles, as all receivables are considered collectible. For this reason, there is no allowance recorded in the accompanying financial statements.

# **Property and Equipment**

Donations of property and equipment are recorded as support at their estimated fair value. Such donations are reported as unrestricted support unless the donor has restricted the donated assets to a specific purpose. Assets donated with explicit restrictions regarding their use and contributions of cash that must be used to acquire property and equipment are reported as restricted support. Property and equipment purchased by the Corporation is recorded at cost. They are depreciated using the straight-line method over the estimated useful lives of the assets. Equipment with an original cost of \$500 or greater is capitalized. Interest during the construction or renovation of long-lived assets is normally capitalized. The earnings on the borrowings reduce this amount during the same period, if any.

#### **Income Taxes**

The Corporation is a not-for-profit corporation that is exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code. Accordingly, no liability or expense has been recorded in the accompanying financial statements.

## NOTE 2 - CASH AND CASH EQUIVALENTS

At December 31, 2010, the Corporation had \$34,402.84 in demand deposits and \$110.18 in interest-bearing savings accounts. Collected bank balances were \$31,295.07, secured through FDIC.

# NOTE 3 - RECEIVABLES

Amounts due to the Corporation at December 31, 2010, are as follows:

Department of Education – 21 <sup>st</sup> Century	\$ 14,617.42
Capital Area Human Services District	<u>2,065.62</u>

Total <u>16,683.04</u>

### NOTE 4 - PROPERTY AND EQUIPMENT

Property and equipment consist of the following at December 31, 2010:

Building Equipment Office furniture/equipment Playground equipment Vehicles	\$ 69,205.32 5,075.18 25,326.79 11,030.00 59,734.96
Sub-total	170,372.25
Less: accumulated depreciation	(82,935.06)
Net	<u>87,437.19</u>

A building with an estimated market value of \$46,696 was donated to the agency during the year and is included in the cost of the building reported above.

# NOTE 5 - ACCOUNTS PAYABLE

Payables consist of the following:

Trade \$ <u>561.60</u>

### NOTE 6 - LONG-TERM DEBT

A loan was secured with SAIF Federal Credit Union for the purchase of a van on February 21, 2006, to transport the children participating in the Corporation's various programs. This loan is at 6.5% with monthly payments of \$469.97. It was paid in full during the year.

Payments on this loan in the year 2010, were as follows:

Year Principal Interest

2010 \$ <u>6.433.96</u> **\$ 343.37** 

# NOTE 7 – LEASES

The Corporation is currently obligated under one lease agreement relating to office equipment.

The Corporation leases its copier through Xerox. The monthly payment varies with usage, but \$3,170.04 was paid during the year.

# NOTE 8 – NET ASSETS RELEASED FROM RESTRICTIONS

Net assets were released from donor restrictions by incurring expenses satisfying the restricted purpose or by the expiration of time during the year.

Purpose restriction accomplished:

Primary prevention programs \$ 90,233.86 Educational programs \$ 201,632,44

Total <u>291,866.30</u>

# NOTE 9 - FUNCTIONAL ALLOCATION OF EXPENSES

The costs of providing the various programs and supporting services of the Corporation have been summarized on a functional basis in the statement of activities. Accordingly, certain costs have been allocated among the programs and supporting services benefited. This allocation is summarized in the statement of functional expenses.

#### NOTE 10 – LIQUIDITY OF ASSETS AND LIABILITIES

The liquidity of the Corporation's assets and liabilities are as follows:

Cash and cash equivalents Grants/accounts receivable	\$ 26,782.21 <u>16.683.04</u>
Total Current Assets	43,465.25
Accounts payable	<u>561.60</u>
Total Current Liabilities	<u>561,60</u>
Liquidity	<u>42,903.65</u>

# NOTE 11 - RELATED PARTY TRANSACTIONS

During the year 2008, a loan was executed in the amount of \$22,206 for the purchase of a passenger van. While the van is titled to the Corporation, the debt was obtained in the name of the director. The Corporation made payments on this note during the year totaling \$6,777.33.

The husband of the director provided training/facilitation services to the Corporation and was paid approximately \$8,683.73. The director's stepdaughter provided similar services and was paid approximately \$13,215.53.

### NOTE 12 - COMMITMENTS AND CONTINGENCIES

Litigation and Claims. There is no pending or threatened litigation against the Corporation.

### NOTE 13 – SUBSEQUENT EVENTS

There were no subsequent events that would materially impact the accompanying financial statements.

# SUPPLEMENTAL INFORMATION

# COMMUNITY CARE OUTREACH CENTER SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS YEAR ENDED DECEMBER 31, 2010

Federal Grantor/Pass-Through Grantor/ Program Title	Federal CFDA Number	Federal Expenditures
Major Programs		\$ -
Other Federal Awards		
U.S. Department of Health and Human Services		
Passed Through		
Capital Area Human Services District		
Substance Abuse and Mental Health Services Administration	93.959	1,371.65
Temp Assistance for Needy Families: After School for All	93.558	62,193.20
Passed Through		
Louisiana Department of Social Services		
Temp Assistance for Needy Families: Teen Pregnancy Prevention	93.558	250.00
Temp Assistance for Needy Families: After School for All	93.558	201,632.44
U.S. Department of Agriculture		
Passed Through		
Louisiana Department of Education		
Child and Adult Care Food Program	10.558	11,191.28
Total Federal Expenditures		276,638.57

# Notes to Schedules of Expenditures of Federal Awards Year Ended December 31, 2010

# Basis of Presentation

This schedule of expenditures of federal awards includes the federal grant activity of Community Care Outreach Center and is presented on the accrual basis of accounting. The information in this schedule is presented in accordance with the requirements of OMB Circular A-133, Audits of State, Local Governments and Non-Profit Organizations.

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# INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES

To the Board Members of the Community Care Outreach Center 2352 Hospital Road New Roads, Louisiana 70760

We have performed certain agreed-upon procedures enumerated below, which were agreed to by the management of Community Care Outreach Center and the Legislative Auditor, State of Louisiana. This agreed-upon procedures engagement was performed in accordance with standards established by the American Institute of Certified Public Accountants and applicable standards of Government Auditing Standards. The sufficiency of these procedures is solely the responsibility of the specified users of the report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

#### Federal, State and Local Awards

1. Determine the amount of federal, state and local award expenditures for the fiscal year by grant and grant year.

The amount of federal, state and local award expenditures was identified.

- For each award:
  - a. Randomly select 6 disbursements from each award administered during the year.

Six disbursements were selected.

b. Traced the 6 disbursements to supporting documentation as to proper amount and payee.

No exceptions were noted.

c. Determine if the 6 disbursements were properly coded to the correct fund and general ledger account.

No exceptions were noted.

d. Determine whether the 6 disbursement received approval from proper authorities.

No exceptions were noted.

e. Determine whether the 6 disbursements comply with the applicable specific program compliance requirements.

No exceptions were noted.

# Meetings

3. Examine evidence indicating that agendas for meetings recorded in the minute book were posted or advertised as required by LSA-RS 42:1 through 42:12 (the open meetings law).

The Board is not required to hold public meetings.

# Budget

4. For all grants exceeding \$5,000, determine that each applicable federal, state or local grantor agency(ies) was provided with a comprehensive budget of those grants that included the purpose and duration, and for state grants included specific goals and objectives and measures of performance.

No exceptions were noted.

We were not engaged to, and did not perform an examination, the objective of which would be the expression of an opinion on management's assertions. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the use of management, the Legislative Auditor, State of Louisiana, and any cognizant agency(ies) and should not be used by those who have not agreed to the procedures and taken responsibility for the sufficiency of the procedures for their purposes. Under LSA-RS 24:513, this report is distributed by the Legislative Auditor as a public document.

Mary Sue Stages, CPA

Mary Sue Stage, CM

A Professional Accounting Corporation

July 7, 2011

#### LOUISIANA ATTESTATION QUESTIONNAIRE (For Attestation Engagements of Government)

Mary Sue Stages, CPA, APAC P. O. Box 30 Baker, Louisiana 70704-0030

In connection with your review of our financial statements as of December 31, 2010, and for the year then ended, and as required by Louisiana Revised Statute 24:513 and the Louisiana Governmental Audit Guide, we make the following representations to you. We accept full responsibility for our compliance with the following laws and regulations and the internal controls over compliance with such laws and regulations. We have evaluated our compliance with the following laws and regulations prior to making these representations.

These representations are based on the information available to us as of the date indicated below.

#### Public Bid Law

It is true that we have complied with the public bid law, LSA-RS Title 38:2212, and, where applicable, the regulations of the Division of Administration, State Purchasing Office.

# Code of Ethics for Public Officials and Public Employees

It is true that no employees or officials have accepted anything of value, whether in the form of a service, loan, or promise, from anyone that would constitute a violation of LSA-RS 42:1101-1124.

Yes [V] No [ ]

It is true that no member of the immediate family of any member of the governing authority, or the chief executive of the governmental entity, has been employed by the governmental entity after April 1, 1980, under circumstances that would constitute a violation of LSA-RS 42:1119.

Yes [/] No[]

#### Budgeting

We have complied with the state budgeting requirements of the Local Government Budget Act (LSA-RS 39:1301-14) or the budget requirements of LSA-RS 39:34.

Yesy ] No [ ]

#### Accounting and Reporting

All non-exempt governmental records are available as a public record and have been retained for at least three years, as required by LSA-RS 44:1, 44:7, 44:31, and 44:36.

Yes No [ ]

We have filed our annual financial statements in accordance with LSA-RS 24:514, 33:463, and/or 39:92, as applicable.

Yes [ ] No [ ]

We have had our financial statements audited or compiled in accordance with LSA-RS 24:513.

Yes [ ] No [ ]

#### Meetings

We have complied with the provisions of the Open Meetings Law, provided in RS 42:1 through 42:12.

Yes [/] No [ ]

#### Debt

It is true we have not incurred any indebtedness, other than credit for 90 days or less to make purchases in the ordinary course of administration, nor have we entered into any lease-purchase agreements, without the approval of the State Bond Commission, as provided by Article VII, Section 8 of the 1974 Louisiana Constitution, Article VI, Section 33 of the 1974 Louisiana Constitution, and LSA-RS 39:1410.60-1410.65.

Yes [/] No [ ]

#### Advances and Bonuses

It is true we have not advanced wages or salaries to employees or paid bonuses in violation of Article VII, Section 14 of the 1974 Louisiana Constitution, LSA-RS 14:138, and AG opinion 79-729.

Yes [ ] No [ ]

We have disclosed to you all known noncompliance of the foregoing laws and regulations, as well as any contradictions to the foregoing representations. We have made available to you documentation relating to the foregoing laws and regulations. We have provided you with any communications from regulatory agencies or other sources concerning any possible noncompliance with the foregoing laws and regulations, including any communications received between the end of the period under examination and the issuance of this report. We acknowledge our responsibility to disclose to you any known concompliance which may occur subsequent to the issuance of your report.

Signatures as apolicable

Mayor/Clerk/Director 7/85/11 Da

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# COMMUNITY CARE OUTREACH CENTER SCHEUDLE OF FINDINGS AND QUESTIONED COSTS YEAR ENDED DECEMBER 31, 2010

We have reviewed the financial statements of Community Care Outreach Center as of and for the year ended December 31, 2010, and have issued our report thereon dated July 7, 2011. We conducted our review in accordance with *Statements on Standards for Accounting and Review Services* issued by the American Institute of Certified Public Accountants.

Section I Financial Statement Findings

2010-01 Compliance with Audit Law

Criteria. Louisiana Revised Statute 24:513 requires that an audited financial statement be submitted to the Legislative Auditor within six months of the close of an entity's fiscal year. This equates to June 30<sup>th</sup> for the Center.

Condition. This deadline was not met.

Impact. The District is not in compliance with applicable laws.

Recommendation. We recommend that the books and records be provided no later than March 15<sup>th</sup> for completion to the Legislative Auditor by June 30<sup>th</sup>.

Management's Response. We will comply with this recommendation.

Section II Federal Award Findings and Questioned Costs

N/A

Section III Management Letter

N/A

# COMMUNITY CARE OUTREACH CENTER SCHEUDLE OF PRIOR YEAR FINDINGS YEAR ENDED DECEMBER 31, 2010

Section I Financial Statement Findings

N/A

Section II Federal Award Findings and Questioned Costs

N/A

Section III Management Letter

N/A

# COMMUNITY CARE OUTREACH CENTER MANAGEMENT'S CORRECTIVE ACTION PLAN YEAR ENDED DECEMBER 31, 2010

Section I Internal Control and Compliance Material to the Financial Statements

N/A

Section II Internal Control and Compliance Material to Federal Awards

N/A

Section III Financial Statement Findings

2010-01 Compliance with Audit Law

Please refer to Management's Response in the schedule of findings and questioned costs.